

## Website Deployment of Process Assets

**Number:** 580-PR-050-01

**Effective Date:** December 19, 2005

**Expiration Date:** December 19, 2010

**Approved By: (signature)**

**Name:** Sally Godfrey

**Title:** Chair, GSFC EPG

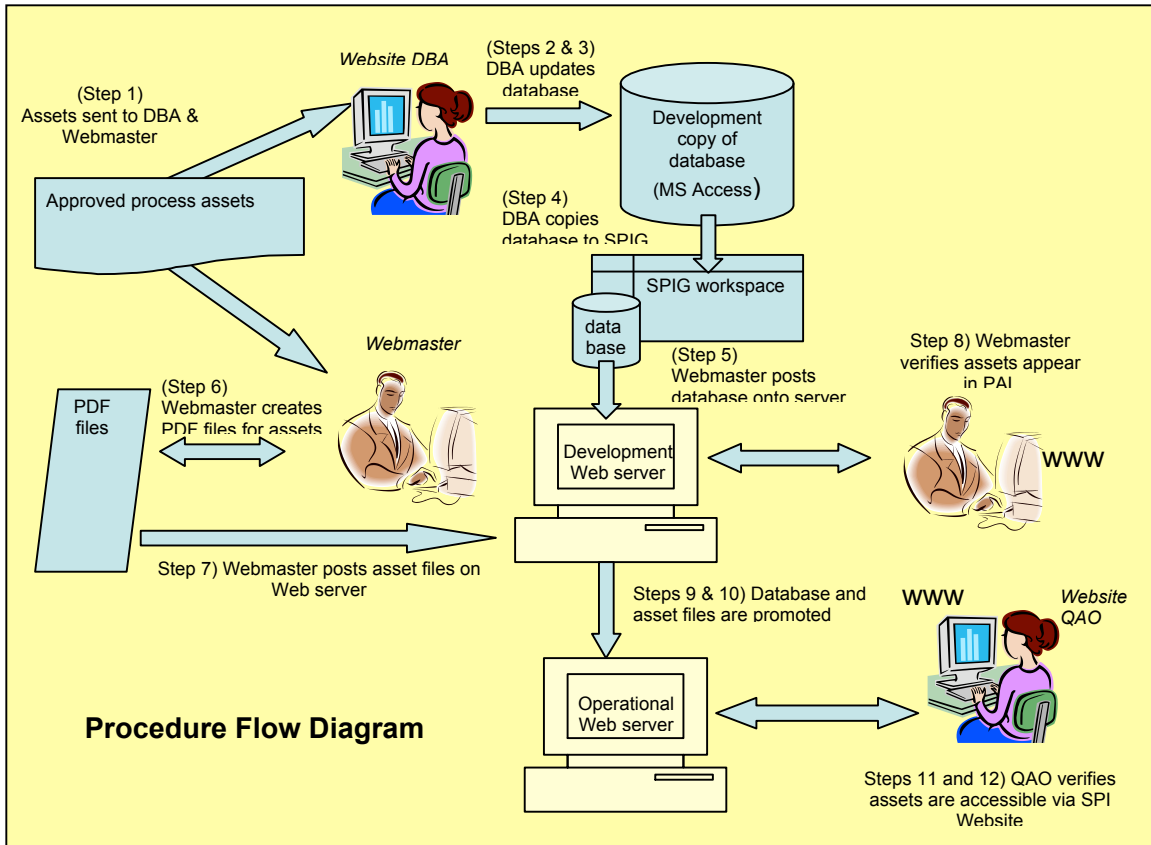
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**Responsible Office:** GSFC Engineering Process Group (EPG) **Asset Type:** Procedure

**Title:** Website Deployment of Process Assets **PAL Number:** 3.5.4.1

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<b>Purpose</b>	This procedure describes the steps to be taken when an approved process asset is ready to be posted on the GSFC Software Process Improvement (SPI) website.
<b>Scope</b>	This procedure is applicable solely to assets that have been approved by the GSFC EPG, the ISD CCB, or an ISD Branch-level CCB.
<b>Roles and Responsibilities</b>	<p><b>EPG Chair:</b></p> <ul style="list-style-type: none"><li>• Leads the GSFC Engineering Process Group (EPG)</li><li>• Approves EPG-controlled process assets</li><li>• Receives notification when ISD assets are approved by the ISD CCB</li></ul> <p><b>Branch-level CCB Chair</b></p> <ul style="list-style-type: none"><li>• Leads a Branch-level CCB, such as the FSB CCB.</li><li>• Approves Branch-controlled process assets</li></ul> <p><b>Website Database Administrator (DBA):</b></p> <ul style="list-style-type: none"><li>• Creates and maintains the structure and content of the SPI Website database</li></ul> <p><b>Webmaster:</b></p> <ul style="list-style-type: none"><li>• Implements the design of the SPI Website</li><li>• Posts Website files on the development server and requests promotion of these files to the operational server</li></ul> <p><b>Website Quality Assurance Officer (QAO):</b></p> <ul style="list-style-type: none"><li>• Verifies any changes made to the implementation and/or content of the operational SPI Website</li><li>• Assists the Webmaster and DBA in correcting implementation problems</li></ul>



**Step-Action Table**

***GUIDANCE:** The steps listed below are performed sequentially. Although the steps are written for a group of approved assets, these steps are equally applicable to a single approved asset.*

Step	Action	Role
1	<p>When process assets have been CCB or EPG approved, forward them to the Webmaster and Website DBA and request that they be posted on the SPI Website.</p> <p><i><b>GUIDANCE:</b> Ensure that...</i></p> <ul style="list-style-type: none"> <li><i>ETVX diagrams have been appended to the end of process files</i></li> <li><i>Development History sections have been deleted</i></li> <li><i>Approval dates have been inserted into Change History sections</i></li> <li><i>The assets' document numbers, Process Asset Library (PAL) numbers, and effective/expiration dates are correctly recorded in headers and footers</i></li> </ul>	EPG Chair or Branch-level CCB Chair or their designees

2	Update the status and file availability fields for the process assets in the development copy of the SPI Website database.	Website DBA
3	Compose a "News" item concerning the new assets and insert it into the development copy of the database, along with appropriate posting and expiration dates. <i>GUIDANCE: News items are displayed on the SPI Website homepage.</i>	Website DBA
4	Post the development copy of the database on the Goddard Software Process Improvement Group (SPIG) workgroup site, and notify the Webmaster and Website QAO of its availability. <i>GUIDANCE: In this procedure, the SPIG is used only as a temporary repository to facilitate transfer of large database files.</i>	Website DBA
5	Download the development copy of the database from the SPIG and post it to the development Web server. <i>GUIDANCE: There are two ISD Web servers currently in use: a development server and an operational server.</i>	Webmaster
6	If the process assets are not already in PDF format, create additional PDF files for each of these assets.	Webmaster
7	Post the original and PDF versions of the asset files on the development web server.	Webmaster
8	On the development Web server, verify that the new assets appear in the PAL and are accessible.	Webmaster
9	Send out a request to have the database, process assets, and PDF versions of asset files on the development server promoted to the operational server.	Webmaster
10	When the promotion request has been executed, notify the DBA and QAO that the assets have been posted on the SPI Website.	Webmaster

Check the Process Asset Library at <http://software.gsfc.nasa.gov/process.cfm> to obtain the latest version.

NOTE: Words or phrases shown in blue underlined contain links to additional information.

Guidance & tailoring information is shown in *italics with gray background*.

11	Verify that the assets appear in the PAL correctly and that they are accessible in all required file formats.	Website QAO
12	Notify the person who submitted the request (in Step 1) and the EPG Chair that the approved assets have been posted and verified.	Website QAO

## Measures

### Recommended Measures:

*GUIDANCE: These measures are recommended for collection by the SPI Project on a monthly basis:*

- Number of new and updated process assets posted to the operational server

**Required Measures:** None

## Training

Course Title	Description
<a href="#">GSFC Software Development Process Website Overview</a>	This Software Engineering Discussion provides a quick, high-level overview of the GSFC Software Process Improvement Website, followed by a demonstration of the Website's capabilities.

*GUIDANCE: Training availability can be checked at <http://software.gsfc.nasa.gov/training.htm>.*

## References

- **Glossary:** <http://software.gsfc.nasa.gov/glossary.cfm>  
Defines common terms used in ISD procedures
- **Process Asset Library:** <http://software.gsfc.nasa.gov/process.cfm>  
Library of all ISD process and procedure descriptions

## Change History

Version	Date	Description of Improvements
1.0	12/19/05	Approved by EPG Chair.

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